



UNITED STATES MARINE CORPS
COMMANDING GENERAL
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

1610
7
19 Feb 99

POLICY LETTER 1-99

From: Commanding General, Marine Corps Air Ground Combat Center
To: Commanding Officer, Marine Corps Communication Electronics School
Commanding Officer, Headquarters Battalion
All Director and Special Staff Officers

Subj: PERFORMANCE EVALUATION REPORTING AND CIVILIAN PERFORMANCE APPRAISALS

Ref: (a) MCO P1610.7E (Performance Evaluation System)
(b) CCO 12430.5A
(c) CCO 25000.9

1. This revision supercedes Policy Letter No. 4-97 and any related orders published. Reference (a) specifies the procedures and guidelines for preparation and submission of Fitness Reports. Reference (b) specifies the procedures and guidelines for preparation and submission of Civilian Performance Appraisals. The purpose of this policy letter is to delineate the responsibility of Reporting Seniors and Reviewing Officers aboard the Combat Center according to general and special staff billets as outlined in reference (c).

2. I will be the reporting senior for personnel filling the following billets:

Chief of Staff
CO, MCCES
CO, Headquarters Battalion
Director, TTECG
Director, Installations & Logistics
Director, Operations & Training
Combat Center Inspector
Director, Marine Corps Community Services
Director, Reserve Support Unit
Director, Religious Ministries
Director, Morale, Welfare, and Recreation (Until MCCS Activation)
Director, Comptroller
Director, Manpower
Director, Communications & Data
Staff Judge Advocate
Aide-de-Camp
Combat Center Sergeant Major
Secretary for the Commanding General

3. The Chief of Staff will be the reporting senior for personnel filling the following billets:

Protocol Officer
Provost Marshal
Public Affairs Officer
Staff Secretary
Coordinator, Total Quality Leadership

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4. I will be the reviewing officer for Field Grade Officers whose reporting senior's report is written by me. The Chief of Staff will be the reviewing officer for all Company Grade Officers and Staff Noncommissioned Officers whose reporting senior's report is written by me. The exceptions are the Company Commanders and Sergeants Major of MCCES and Headquarters Battalion : will review their reports.

//signed//
C. L. STANLEY

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